

Appendix T: Director Guidelines for Pre-Registration



First Class Pre-K Directors' Pre-Registration Guide

This guide provides comprehensive instructions for navigating through the entire First Class Pre-K registration process: from pre-registration through class assignments and withdrawals.

Included in the Guide are:

- the mandated timeline of events.
- the First Class Pre-K Recruitment Flyer.
- the illustrated Pre-Registration Parent Guide.
- guidelines for Directors for each phase of the pre-registration process.
- the illustrated Directors' ASAP (online registration platform) Guide.

Please carefully review and follow the process as explained in this Guide, which is laid out by chronological order of events. Step-by-step illustrated instructions are provided for each phase to be completed.



First Class Pre-K Pre-Registration Mandated Timeline of Events



Phase 1: Advertise and Recruit

DATES:

January 15 until Random Selection Drawing Held in March

EVENTS:

Programs place recruitment notices around the community using the advertising flyer provided by DECE (see page 4). Post flyers about pre-registration in such places as the public library, the health department, the post office, pediatricians' offices, the school board office, local elementary schools, local churches, the local school system website, local social media platforms, and in apartment complex offices.

Programs provide parents access to, or copies of, the illustrated *Pre-Registration Parent Guide* (see pages 6 and 7) wherever flyers are posted.

- Now accepting online pre-registration applications for the upcoming school year that will begin in August of this calendar year (for assistance with accessing online application contact local school/program)
- Enrollment open to all children four years of age on or before September 2nd of this calendar year who are residents of the state of Alabama (children who are eligible for kindergarten are ineligible)
- Enrollees must provide a copy of the child's birth certificate (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Enrollees must provide proof of residence – either a current utility bill or copy of a lease or mortgage (may be uploaded into the online pre-registration site or submitted directly to the local school/program)
- Public school system pre-k programs may have zoning requirements that determine eligibility to attend a program at a particular school (contact school for information)
- No Registration Fee for this program
- Upon enrollment, child's immunization record must be provided
- No child will be denied participation on basis of income, sex, race, color, national origin, or disability

Pre-Registration Dates	January 15 – March ____
Forms	Go online to https://alprek.asapconnected.com . Complete the Pre-Registration Form and submit birth certificate and proof of residence.
More Information	Visit www.children.alabama.gov and see Pre-Registration Info under First Class Pre-K.
Acceptance to the Program	Acceptance is strictly through random drawing to be held on ____ at ____ at ____. Parent/Guardian does not have to be present at drawing. Notices will be emailed beginning April 16 th .



Phase 2: Alabama First Class Pre-K Pre-Registration

DATES:

January 15 until Random Selection Drawing Held in March

EVENTS:

- ☐ Programs will conduct pre-registration for a period of no less than a month via the online ASAP platform. The ASAP platform will not be open for upcoming year pre-registration until January 15th. The DECE mandated timeline for pre-registration must be adhered to unless a written waiver is granted by DECE.
- ☐ Parents/Guardians go online (link provided on flyer on p. 3) to the ASAP platform beginning January 15th and complete the electronic pre-registration form (using the illustrated guide on pages 6 and 7 to assist them if needed). When a pre-registration is submitted in ASAP, the family will receive an automatic email confirmation (see page 10 for a template of the email).
- ☐ Parents/Guardians provide a copy of their most recent utility bill, lease, or mortgage as proof of Alabama residency. Additional requirements for proof of eligibility such as income and/or demographic information may be required by the local program as funding mandates dictate.

NOTE: If the local program wishes, it may require parents to provide documentation of eligibility before giving them the link to the pre-registration site. This includes residency eligibility for public schools as well as income/demographic eligibility for Head Start programs.
- ☐ Program directors/registrars may go online to the ASAP platform and view/monitor pre-registrations. See directions on pages 8-10.
- ☐ It is the responsibility of the local program to provide pre-registration assistance to families and facilitate computer access if needed.

Helpful Hints for Supporting Families During Online Pre-Registration

There are families with barriers to completing an online pre-registration process. These are the very families whose children we most need to reach and serve. Therefore, we must be prepared to offer supports to help them successfully complete the pre-registration process. We have kept this in mind and have limited how much typing is required in the online form, offered more drop-down choices, and eliminated the need to enter any codes or school names.

Below are some suggestions for providing additional support:

- Advertise and host *Pre-K Pre-Registration Night* events at the local school board office, elementary school, public library, trailer park, apartment complex, etc. and have laptops/computers set up for parents/guardians to use to complete the pre-registration process. Have EL teachers and Pre-K teachers on hand to assist those who have trouble.
- Have laptops/computers set up in your Pre-K program's office/lobby area for parents/guardians to come in and use to complete the pre-registration process. Provide copies of the illustrated *Pre-Registration Process Guide* for them to follow. It is also helpful if this station is set up in close proximity to a receptionist or secretary who has been familiarized with the process and can provide assistance when needed.
- Remember that, where there is a will, there is a way. Families who receive food stamps and other types of federal financial support complete online applications for these programs. They can do this.

NOTE: All grantees must utilize the ASAP online pre-registration program provided by the Alabama Department of Early Childhood Education. *Please do not request that an exception be made to this requirement.*

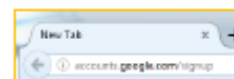


Alabama First Class Pre-K Pre-Registration Parent Guide (Page 1 of 2)

- 1** **NOTE:** If you already have an email address, skip to step 5. You must have a valid email address to pre-register.
- If you do not already have a valid email address, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.



- 2** In the address field at the top of the screen, type in accounts.google.com/signup and hit Enter.
- Enter your First and Last Name in the displayed fields.



- 3** Type your desired username under Choose your username. Your email address will be your username followed by "@gmail.com" which is already typed for you. Enter a password for your Gmail account under both Create a password and Confirm your password.

Enter your birth date and gender in the fields provided. Skip to the bottom and click Next step. Scroll to the end of the *Privacy and Terms* and click I Agree.

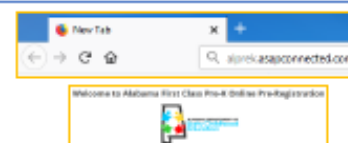
- 4** You may be asked to verify your account. If so, enter a phone number and indicate whether you wish to receive a verification code by a text message or voice phone call, then click Continue.

When you receive the verification code, enter it and click Continue. You will receive a welcome message stating your newly created email address.

- 5** To begin pre-registration, open a Chrome, Safari, Firefox, Internet Explorer, or other web browser on a computer, tablet, laptop, or smartphone.
- Note: As you fill in pre-registration information, type carefully using correct capital and lowercase letters. The information you enter will go directly into our database.*



- 6** In the address field at the top of the screen, type in alprek.asapconnected.com and hit Enter. (Do not use "www" in the address.) You will see the First Class Pre-K Online Pre-Registration welcome page. Carefully read the information provided, then click the link at the bottom to go to the next page.



Read the additional information provided carefully, then select the Create An Account button. Each family may create only one account.

- 7** Fill in required fields about your family with correct information. *An error message will display if all required fields are not completed. Those with red asterisks beside them are required.*

You may upload proof of residence (current utility bill or copy of lease or mortgage). If you do not, you must deliver a copy to each school/program for which you pre-register.

- 8** At the Create Your Login Info section, enter a valid email address and create a password for your Pre-Registration Account.

Next, provide the First Name of the child you are pre-registering as it appears on the Birth Certificate. You may pre-register an eligible sibling by clicking the *Add Another Child* button. Click Next.

Alabama First Class Pre-K Pre-Registration Parent Guide (Page 2 of 2)

Fill in required fields about the child with correct information. You will repeat this process for each child you are pre-registering.

- 9** Note that you may upload a copy of your child's birth certificate. If you do not, you must deliver a copy as proof of age to each school/program for which you pre-register. When fields are complete, click Next.

After you have entered information for each child you are pre-registering, you will be asked to carefully review what you have entered, and will be given the opportunity to edit and correct any mistakes. *Please ensure that names and addresses have been entered correctly.*

10

Click the Select button at the bottom of the screen to begin selecting the schools/programs for which you wish to pre-register.

Carefully read the directions provided for selecting schools/programs.

11

Select one or more counties from the green drop-down menu at the top left of the screen, then scroll down to view the list of schools/programs available in the county or counties you selected.

Note that the program type and address of each school/program is provided.

Click the Register Now button beside each school/program you are interested in having your child attend.

12

After each selection, you will have the opportunity to continue selecting schools/programs or to check out. After all desired programs have been selected, click the button to proceed to Checkout.

On the Pre-Registration Summary page, read the information provided and make corrections as needed.

13

Then click the Continue Checkout button at the bottom of the page.

If you wish, click the Print Confirmation button to keep a record of your pre-registrations.

14

To finalize your pre-registration, you must click the Log Out button at the bottom of the confirmation page. Once this is done, you will receive an email confirmation of your pre-registration.

What happens next?

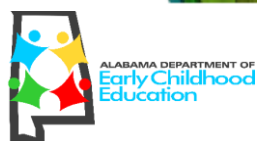
All First Class Pre-K programs will hold their random drawings between the dates of March 1st and 31st. Programs will draw names to fill their available positions, then continue drawing names to determine the order of names to go on the waiting list.

15

During the week of April 16th, families will receive emails notifying them of their child's pending (selected for an available position) or waitlisted status for each program they selected. This notice will go to the email address provided at pre-registration. For each program in which the child was chosen for an available position, the parent/guardian should contact the director of the program to accept or decline the position.



We appreciate your interest in having your child participate in Alabama's nationally recognized First Class Pre-K Program!



Alabama First Class Pre-K Pre-Registration

Access the ASAP Online Pre-Registration Platform (Page 1 of 2)

LOGIN, ORG ID, AND PASSWORD

To set or change your password in ASAP:

1. Go to **app.asapconnected.com**. (Do not type “www.” before the address.)
2. Type in the Org ID which is **4814**.
3. Enter your Username which is your email address. (Note that both the username and password are case sensitive.)
4. Enter your Password if you know it. If you don't, click on “Forgot your login info?” and enter your email address. The system will email your info to you. (Note that both the username and password are case sensitive.)
5. Click “Log In.”

ASAP
Registration Management Software

Org ID:
4814

Username:

Password:

Log In

[Forgot your login info?](#) | [Need help?](#)

6. Click on the “Edit My Settings” link to the right of your name.

Katrina- Admin Bowling
Administrator [Edit](#)
Staff ID: 72607
katrina.bowling@ece.alabama.gov
(334) 363-2700

[Edit My Settings](#)

7. Enter your current password in the “Old Password” field. Then type a new password into the “New Password” field and repeat it in the Confirm field.

Change Password

Old Password:

New Password:

Confirm New Password:

[Save](#)

8. Click the “Save” button.

Alabama First Class Pre-K Pre-Registration

Access the ASAP Online Pre-Registration Platform (Page 2 of 2)

VIEW/MONITOR PRE-REGISTRATIONS IN ASAP

To view the names of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.

2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program/Site Name listed under "Event." Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes. Ignore the individual classes with codes ending with a (.)dot followed by two numbers and a letter because you are looking for the site/school as a whole to view preregistrations. To see your site(s)/program(s), scroll down to the Class Code(s) with only nine characters.

ASAP
Registration Management System

Org ID:
4814

Username:
[text box]

Password:
[text box]

Log In

Forgot your login info? | Need help?

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List." When the list populates, scroll to the right to see all information including addresses. (Note: To print the list, follow the directions on the next page.)

Class Roster Demographics

Select Template: Review List

5. Directors have access to their pre-registrant information at all times by logging in to the ASAP site.

Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36094	F
(334) 354-1333	840 Hill Street	Montgomery	36108	F
(321) 654-9873	456 Boulder Road	Prehistoric	32185	M
(321) 654-9874	456 Boulder Road	Prehistoric	32185	F

Alabama First Class Pre-K Pre-Registration

*ASAP Student Status Label Key and Pre-Registration Confirmation Email Template***STUDENT STATUS LABELS AND MEANINGS IN ASAP**

Enrolled = student's online Pre-Registration has been submitted


Pending = student's name was drawn in the random selection drawing for an available spot in a First Class Pre-K Classroom

Waitlisted = student's name was not chosen for an available spot in a First Class Pre-K Classroom and has been added to the waiting list

Completed = student accepted an available position in a First Class Pre-K Classroom and the enrollment process is complete

Dropped = student declined to accept an available position in a First Class Pre-K Classroom, withdrew from a First Class Pre-K Classroom, student had a duplicate entry, or student did not meet eligibility requirements for the site

Automatic Confirmation Email Received after Submitting Pre-Registration


[Login to Your Account](#)

Thank you for your pre-registration!

Please carefully read the following important information.

For each of the programs for which you pre-registered, you will receive an email in **mid-April** notifying you of your child's status after the random selection drawing was conducted.

Your child's status will either be *Pending* or *Waitlisted*. If your child's name was selected during the random drawing for an available position in the program, the status will be *Pending*. If your child's name was not selected for an available position, the status will be *Waitlisted*.

Please refer to the information below explaining what you will need to do in each case.

- If you are notified that your child's status is ***Pending*** - please contact the program within 7 days via email or phone call and either accept or decline the position. Your child will not be placed in a class until after you have accepted the position.
- If you are notified that your child's status is ***Waitlisted*** - there is no need to do anything as you will be contacted by the program if a position in a class becomes available for your child.

INVOICE #5207095

Athens Elementary School - 142P10701

Registrant: *Lara Allen*

Phase 3: Random Selection Drawing

DATES:

March 1 - 31

EVENTS:

- ☐ All programs hold their public random selection drawing between the dates of March 1st and 31st. Directors will follow instructions on page 12 to print out a list of all children who have pre-registered for their program then follow First Class Pre-K Program Guidelines to conduct a random selection drawing. For each class a program has, after 16 children per class are drawn during the random selection process, the remaining students continue to be drawn and numbered in the order they are drawn. This will be the order of the waiting list if new students need to be added to a classroom. The program should keep the order of names on the waiting list on its own written document or spreadsheet. In addition, the program may follow the directions on page 13 to mark the correct waiting list order in ASAP.
- ☐ **NOTE:** If a program has multiple birth siblings (twins, triplets, etc.) all names should be placed in the drawing separately. If one, but not all, multiple birth siblings are drawn before the classroom cap at 16, the drawing should cease at this point and the 1 or 2 multiple birth siblings should be added to the classroom roster at this point to reach full classroom enrollment.
- ☐ **ADDITIONAL NOTE:** If a classroom is located in a center that currently has a program for 3-year-old children, those children may not automatically be moved up to the OSR First Class Pre-K classroom unless the program is federally mandated. Those children must submit the online pre-registration form and be placed in the public random selection drawing like all other children from the community who submit applications.

Phase 3: Random Selection Drawing, cont.

*Print list for random selection drawing***PRINT LIST FOR RANDOM SELECTION DRAWING**

To print out a list for the drawing of all children who have pre-registered for the program:

1. Go to **app.asapconnected.com** and type in the Org ID which is **4814**.

2. Enter your Username and Password and click "Log In."

ASAP
Registration Management Software

Org ID:
4814

Username:
[text box]

Password:
[text box]

Log In

Forgot your login info? | Need help?

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." *Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.*

Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click the Demographics tab then, next to the Select Template prompt, choose "Review List."

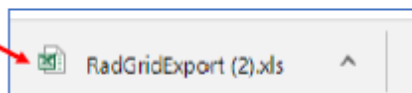
Class Roster Demographics

Select Template: Review List

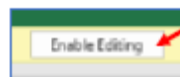
5. Scroll to the far right and click the Excel or PDF icon at the top right of the window.

Primary Phone	Street	City	Zip	Gender
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	M
(334) 353-2711	113 Lakeshore Drive	Pike Road	36064	F
(334) 354-1333	840 Hill Street	Montgomery	36106	F
(221) 654-9878	455 Boulder Road	Prehistoric	32185	M
(221) 654-9874	455 Boulder Road	Prehistoric	32185	F

6. Find the document at the bottom left corner of your computer screen and click to open it.



7. When the document opens, click "Enable Editing" at the top of the screen, then click "File" and "Print."



Customer ID	Last Name	First Name
5136173	Allen	Lara
5136174	Allen	Parler
5136175	Allen	Mary-rose

Phase 4: Mark Results of Random Selection Drawing in ASAP

DATES:

April 2 - 15

EVENTS:

- ☐ When a parent/guardian pre-registers a child, the child's status in ASAP is "Enrolled" meaning the pre-registration is done. After the final drawing deadline date of March 31st, all program directors have until April 15th to go into ASAP and change each child's status on their pre-registration list from "Enrolled" to either "Pending" (meaning the child's name was selected in the random drawing for a seat in the program) or "Waitlisted" (meaning the child's name was not selected and is on the program's waiting list). Directors are not required to wait until this two-week window to mark random drawing results, but may do this as soon as the drawing has been conducted. Detailed instructions for completing this process of changing student status are on page 14.
- ☐ By April 15th, directors are to have changed the status in ASAP of all students to Pending (if selected in the drawing), Waitlisted (drawn after the predetermined number of seats according to First Class Pre-K Program Guidelines — 16 or 18), or Dropped (if out of zone, a duplicate entry, or otherwise ineligible).
- ☐ The program should keep the order of student names to go on the waiting list as they are drawn on its own written document or spreadsheet. In addition, the program may follow the directions on page 15 to mark the correct waiting list order in ASAP.

Phase 6: Assign Children to Classes, cont.

ASSIGN CHILDREN TO CLASSES

To assign a child or multiple children to a specific classroom:

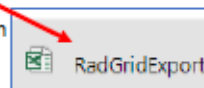
1. Go to app.asapconnected.com and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab, then choose the Program Name listed under "Event." Note that, under Class Code, the Program will not have the (.) dot followed by a letter and two numbers. Those are the individual classes.

Schedule Group Classes New Students	
Show Current ▾	
Event	Class Code
Athens Elementary School	142P10701.S01
Athens Elementary School	142P10701.F02
Athens Elementary School	142P10701

4. Click on the Class Roster tab then, beside the View prompt, choose "Completed."

5. To print a list of students to refer to, click the Excel or PDF icon at the top right of the Roster window to export a list of students to refer to. Click on the document icon at the bottom left corner of the screen to open it.



6. Beside the "I want to:" prompt, choose "Split Class."

7. Click on "Select Existing Class."

8. Under "Select a class:" set the fields to the following settings.
 - Time Period = Fall 2018 Sections
 - Location = Choose the site of the classroom
 - Course Group = Alabama First Class Pre-K Online Pre-Registration
 - Course = Choose the site of the classroom (same as Location setting)
 - Class = Choose the class to which you want to assign a student or students (The class code in brackets has the class # at the end following the "." and it looks like "S01" or "F02" or "M03.")

[142P10701.S01]

9. In the window under "Select students:" click the checkbox beside each student you want to place into the identified class. Then click the "Move" button pointing to the right at the class details.

Select	First Name	Last Name	Grade
<input type="checkbox"/>	BamBam	Rubio	-
<input checked="" type="checkbox"/>	Pebbles	Rubio	-
<input type="checkbox"/>	Pimica	Humphreys	-
<input checked="" type="checkbox"/>	Lara	Allen	-
<input checked="" type="checkbox"/>	Marlar	Allen	-
<input type="checkbox"/>	Mary-Gates	Allen	-

10. When finished moving students, click the "Save" button.

11. Repeat this process for each class/student as needed. To repeat for another class, click the Program Name on the left above "Select Students" to choose another class name, then repeat steps 4 - 10.

Phase 6: Assign Children to Classes, cont.

PRINT CLASS ROSTERS

To export and print a class roster:

1. Go to app.asapconnected.com and type in the Org ID which is **4814**.
2. Enter your Username and Password and click "Log In."

3. Click on the Group Classes tab.

Screenshot showing the 'Group Classes' tab selected in the ASAP interface.

4. Beside the "View Reports:" prompt, choose the "Class Roster Report" from the dropdown menu. Then click "Go."

Screenshot showing the 'View Reports:' dropdown menu with 'Class Roster Report' selected and the 'Go' button highlighted.

Screenshot of the ASAP login page. The Org ID field is filled with 4814. The Username and Password fields are empty. The Log In button is visible.

5. Set the filter fields to the following settings.
 - Time Period = Fall 2018 Sections
 - Teacher = your name will display
 - Course Group = Alabama First Class Pre-K Online Pre=Registration
 - Course = Choose the site of the classroom
 - Class = Choose the class for which you want to print a roster
 - Status = Completed

Screenshot showing the filter settings in the ASAP interface. The settings are: Time Period: Fall 2018 Sections, Teacher: Patton, Beth, Course Group: Alabama First Class Pre-K Online, Course: Athens Elementary School, Class: 142P10701.S01 - 12:00 AM - 12:00 PM, Status: Completed.

6. Set the four Data Field filters to your preferences or use the following settings.

- Data Field #1 = Primary Phone Number
- Data Field #2 = Email
- Data Field #3 = Address (this will be street only)
- Data Field #4 = City-State-ZipCode

Screenshot showing the Data Field filters in the ASAP interface. The settings are: Data Field #1: Primary Phone No, Data Field #2: Email, Data Field #3: Address, Data Field #4: City-State-ZipCode.

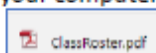
7. Click the "Show Roster" button and a preview will display at the bottom of the screen.

Screenshot showing the 'Show Roster' button.

8. To export a PDF of the roster, click the down arrow beside the "Export to the selected format" prompt above the preview and choose "Acrobat (PDF) file" then click the blue "Export" link.

Screenshot showing the export options in the ASAP interface. The 'Export to the selected format' dropdown menu is open, showing 'Acrobat (PDF) file' selected. The 'Export' link is highlighted.

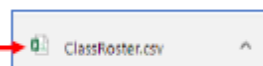
9. Find the PDF document at the bottom left corner of your computer screen and click to open it.



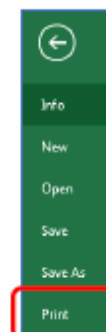
10. To export a printable roster with headings above the columns, click the "Export to CSV" link at the bottom left of the window.



11. Find the CSV document at the bottom left corner of your computer screen and click to open it. It will have an Excel icon beside it.



12. When the document opens, you can sort and customize it just as you would any spreadsheet. When ready to produce a hard copy, click "File" in the top left corner of the window, then select "Print."



Frequently Asked Questions

WHAT HAPPENS IN ASAP IF A STUDENT WITHDRAWS DURING THE YEAR?

Children who withdraw from a class during the year will be marked in ASAP by the Director as "Dropped." The Director will then go to the name of the next student on the Waiting List and contact the family to determine if they want to accept the newly vacated position. If the position is accepted, the student's status is changed to Completed and he/she is assigned to a class. If the position is declined, the student's status is changed to Dropped and the Director moves on to the next name on the waiting list and repeats the process.

WHAT ABOUT PARENT CONTRACTS AND ASQ FORMS?

Programs are strongly encouraged to have parents complete Emergency Contact and Transportation Information, Parent Contracts, and ASQ-3 documents at Parent Orientation. These documents will be the responsibility of the program and will be kept locally and checked by Coaches/Monitors for completeness. More information about this can be obtained from the Coach/Monitor.

WHAT IF A PROGRAM RECEIVES A NEW GRANT AWARD AFTER APRIL 15th?

Recipients will be notified of the registration process timeline following announcement of new grant awards.

WHAT NEEDS TO HAPPEN IN ASAP IF A PARENT WHO HAS BEEN MARKED COMPLETED IN ASAP DECIDES THEY WANT TO REGISTER THEIR CHILD AT ANOTHER SITE LATER?

A parent can log into their existing ASAP account at any time during the year and select another school for which they wish to pre-register. If they are offered a seat in the newly selected program, they may accept it and withdraw from the program in which they already have Completed status. The Director of the program in which the child is at Completed status will change the status to Dropped and the Director of the new program will assign the child to a class with Completed status.

WHAT DOES A DIRECTOR DO DURING THE YEAR WHEN A VACANT POSITION IN A CLASS COMES OPEN?

The Director will contact the next name on their waiting list and find out if the parent wants the position or not. If the parent wants it, they will change the student's status in ASAP from Waitlisted to Completed. If the parent declines the position, the Director will change the student's status to Dropped.

WHAT HAPPENS IF A PARENT ACCEPTS A POSITION IN MORE THAN ONE PROGRAM?

In mid-May, the DECE Office will run a report in ASAP to find students who may have Completed status in more than one program. The family will be contacted by the DECE Office and asked to choose one program. The DECE Office will email the Director of any program other than the one chosen and notify him/her that the student's status at their program has been changed to Dropped. Once school starts, if a child has Completed status at more than one school, when the child doesn't show up, the Director will should contact the family and change the student's status to Dropped if they have accepted a spot in another program.

SINCE THE AUTOMATIC EMAIL NOTIFICATIONS TO PARENTS OF STUDENTS WITH PENDING STATUS IN ASAP THAT GO OUT BETWEEN APRIL 16TH AND 18TH SAY PARENTS HAVE 7 DAYS TO RESPOND, WHAT HAPPENS IF THE DIRECTOR DOESN'T HEAR FROM THEM?

Parents are asked to respond within 7 days because that period could not be left open-ended. However, Directors should contact families of Pending status students if they do not hear from them during that time.

DO DIRECTORS HAVE TO WAIT UNTIL APRIL 19TH TO BEGIN MARKING STUDENTS AS COMPLETED IN ASAP?

Directors may begin marking students' status as completed as they receive responses from parents. They do not have to wait until all parent responses are in before beginning changing statuses to Completed.

